

	<h1 style="margin: 0;">TACP CHECKLIST</h1> <h2 style="margin: 0;">AF FORM 3827 DOCUMENTATION</h2>		
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MISSION READY		YES	NO	N/A
1.	Is the expiration date the last day of the eligibility zone? <i>Example: Eval date = 3 Mar 97 // Expiration date = 30 Apr 98</i> AFI 13-102 para 5.4.2.			
2.	Do Stan/Eval examiners document Mission Ready MQF examinations on AF Form 3827? AFI 13-102 para 7.2.			
3.	Are MQF test scores over 85% for an overall "Q" rating? AFI 13-102 para 5.2.2.			
4.	If an "EQ" was awarded, was the result of the MQF test a 98% or better? AFI 13-102 para 5.7.2.1.			
5.	When not incorporated items are evaluated, are they listed on AF Form 3827 in the section titled "Other"? AFI 13-102 para 7.2.1.			
6.	Are garrison evaluated sub-areas documented in the Remarks section of AF Form 3827? AFI 13-102 para 5.6.6			
7.	When all entries on the AF Form 3827 Section B are full, does the examiner continue documenting items on AF Form 3827, PART IV, Remarks? AFI 13-102 para 7.2.1.			
8.	Does examiner debrief all sub-areas graded Q- with either a determination of "no additional training required" or "additional training assigned"? AFI 13-102 paras 7.2.2., & 7.3.4.			
9.	Does Stan/Eval examiner record specific actions taken on AF Form 3827 for each sub-area graded Q-? AFI 13-102 paras 7.2.2., & 7.3.4.			
10.	Are all areas rated U assigned additional training for the appropriate task(s)? AFI 13-102 para 7.2.2.			
11.	If any critical subarea (marked by an *) is rated "U", is overall rating a "U"? AFI 13-102 para 5.6.2.			
12.	Following the evaluation, do Stan/Eval examiners debrief the examinee and supervisor, document results on AF Form 3827 and forward the form through channels to the commander? AFI 13-102 para 7.2.3.			
13.	After the commander signs the form, does Stan/Eval file the original in the member's evaluation folder? AFI 13-102 para 7.2.4.			
14.	Does Stan/Eval provide a copy of the completed AF Form 3827 to the individual through the appropriate supervisor? AFI 13-102 para 7.2.4.			



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15.	Are copies of completed AF Form 3827 forwarded to Group Stan/Eval? AFI 13-102 para 7.2.4.			
16.	Are copies of completed AF Form 3827 forwarded to the appropriate NAF when the evaluatee is a Stan/Eval evaluator? AFI 13-102 para 7.2.4.			
17.	Does the supervisor ensure completion of any additional training requirements? AFI 13-102 para 7.2.5.			